
Board Meeting

Date of Meeting	Monday 10 June 2024
Paper Title	Use of Delegated Authority
Agenda Item	17
Paper Number	BM4-K
Responsible Officer	Martin Boyle, Executive Director
Status	Disclosable
Action	For noting

1. Executive Summary

- 1.1 This standing agenda item provides board with an overview report on the use of financial delegated authority.
- 1.2 During this period the Executive Director has made one allocation under *Use of Delegated Authority*.
- 1.3 Working in conjunction with the Chair of the board and providing updates to Nominations and Remuneration Committee, the Executive Director has developed and recruited for the post of Head of Service, GCRB to provide additional cover, particularly in consideration of the current inability to fill the Executive Director post and to ensure appropriate leadership cover during periods of leave.
- 1.4 It is noted that the alteration to posts and associated costs are the responsibility of the Executive Director, but it is reported here for clarity of governance and to record the alteration in spend within delegated authority.

2. Recommendations

- 2.1. The Board is asked to **note** the allocation of one use of delegated authority during this time as detailed above.

3. Background

3.1 The Scheme of Delegated Authority requires the Executive Director to report to the regular meetings of the Board any decisions he has made under the Scheme of Delegated Authority for amounts greater than £10,000 in relation to:

- Committing funds within agreed budgets;
- Revision of individual budgets for any one year up to a limit of £10,000 or 5%, whichever is the higher; and
- Application of any discretionary budget controlled by the Executive Director.

In addition, delegated authority may be used to exercise decisions via the Scheme of Delegation, and these are reported to board *as Decisions via Scheme of Delegation*.

3.2 During this period the following activity has been undertaken:

- Analysis of current roles and functions, and assessment of future requirements given impending staff changes and recruitment limitations
- Notification to Nominations and Remuneration Committee of intended changes
- Development of job description for new post of Head of Services, GCRB in conjunction with Chair of Board
- Confirmation of process with Nominations and Remuneration Committee
- Delivery of recruitment process and appointment of Head of Service, GCRB within existing GCRB staffing budget
- Completion of governance process via notification to board under Use of Delegated Authority and relevant confirmation of change in salary to Executive Assistant in assuming new role.

4. Risk and Compliance Analysis

4.1 The Executive Director is responsible for implementation of the Glasgow Region assigned regional activity, management of risk and oversight of resources. The use of delegated authority is designed to maintain these positions. There was a risk of the reduction in the Executive team of GCRB providing a lack of accountability and appropriate cover, particularly during periods of annual leave etc, and to provide appropriate assurance to Chair.

5. Financial and Resource Analysis

5.1 All activity reported at this time is in line with set GCRB budget allocations and has no wider resource implications.

6. Equalities Implications

6.1 No additional equalities implications at this time, beyond specific elements considered in related papers. The recruitment process was managed in line with HR guidance and advice.

7. Learner Implications

7.1 No additional learner implications at this time, beyond specific elements considered in related papers.